



## *On-Call Solicitations for Urban Corridors Office – Update*

**June 8, 2005**

### ***Questions and Answers for the UCO On-Call Submittals***

#### **Initial Discussion**

Deadline for Submittals – June 15<sup>th</sup> by 5:00 PM. Doors are locked precisely at 5 PM, so get your submittals in early.

Continue to check the web, as Questions and Answers will be posted.

#### **Q&A**

***Q: Where will the work be? Any in Whatcom Co.?***

A: Mostly King County. Also, Tacoma Narrow Bridge, Snoqualmie Pass, and Columbia River Crossing - Vancouver.

***Q: Will samples such as Tapes, CD's and/or brochures in submittals be counted against page limit?***

A: No.

***Q: Will sub-consultants be counted in the scoring?***

A: No. Only one RFSOQ has teaming, the rest will not have subs scored. A database will be kept on firms and who's available. Doyle will try to visit with firms. Listing them will help identify your approach. Subs will be brought in on a task-by-task basis.

***Q: Should detailed information be given about the subs?***

A: No. You may list names of potential firms that would be used in areas you don't have within the overall category, areas where you will be using subs.

***Q: Can firms submit as a prime and still be a sub?***

A: Yes. You could potentially have a Prime contract with tasks, and be considered as a sub on another's task in another area for different work. If you choose not to submit as a prime, stay in contact with the primes to bring you in on tasks. The prime must be able to take on management of the task, follow the contract provisions such as liability insurance. Examples of contracts on the web.

***Q: The criterion seems to be focused on individuals' skills. Won't that make it hard to know what a firm can do?***

A: Not exactly.



***Q: But the RFQ seems to be based on scoring individuals when you look at the criteria?***

A: Criteria 3, which talks about key personnel availability, is where you talk about your firm. Updates on Key Personnel can be made during the year. Also, we will want people to update their billing rates every year, as per the agreement.

***Q: How will key personnel indicate whether a firm has enough resources? It seems like the biggest firms will get the larger contracts, is that so?***

A: Not necessarily. A good deal of firms will get contracts. We need lots of help.

***Q: For performance evaluations, how will someone get a score as a sub?***

A: If you worked as a sub you can ask the PM, either the WSDOT PM if it was WSDOT work, or the PM in charge for non-WSDOT work to do a performance evaluation for you. They should mark the box for “work done as sub” on the evaluation.

***Q: Can you get interim performance evaluations?***

A: Yes, interim evaluations are done on Agreements, not on Tasks.

***Q: Are WSDOT references counted the same as non-WSDOT references?***

A: Yes.

***Q: Can we use a performance evaluation already submitted?***

A: Yes, they are kept for three years.

***Q: How do we indicate that on the submittal?***

A: Just indicate that you already have three or more evaluations on file.

***Q: Does it make any difference which discipline the performance is completed?***

A: Scores are taken across the board regardless of which type of work was specific to that evaluation.

***Q: Is there a minimum size of the contract value being evaluated?***

No.

***Q: If you have three evaluations already on file, and you submit three more, will all of them be counted?***

Yes.

***Q: Can we determine what evaluations we already have on file?***

You should have copies of your evaluations in your office. However, if you need to, call Mike Kane or Karlene Loran for your current score.



***Q: Regarding the Environmental On-Calls, how do you compete with firms that can do all of the disciplines listed if your firm is more specialized and can only do 3 of 17 disciplines listed?***

A: Check the corrections to the SOQ's criteria. It no longer refers to having skills in all the areas listed. Scores will depend on the scorers and your performance in the areas you work in. More skills will probably get you a higher score in relation to how the higher dollar cap agreements are awarded. Remember there are bracketed Agreement sizes. However, scoring will concentrate on what you do well.

***Q: Can you explain in more detail what WSDOT is looking for under some of these categories such as water quality?***

A: This is not going to be addressed on the web. The scorers will have in mind what they are looking for and you sort of need to know what it is that you would like to say about what your firm can do. We are looking for broad coverage.

***Q: Are these rosters or agreements?***

A: Agreements. Distinction is that agreements are in place, so that we can quickly task the work as needed. Scoring is used to determine the staggering between 1, 5, or 10 Million dollars, but it is not used to determine how the firms are ranked with in those thresholds.

***Q: Will these agreements be sufficient to handle all of the work for UCO over the next 2 1/2 years?***

A: Not likely. We estimate that the on-call contracts will take care of 1/2 of our present needs. We have the GEC's that are already in place, but we expect to advertise RFQ's for additional GEC's and for other work, we might need to do competitive solicitation. How many, and when will be determined over the next few months.

***Q: How do you decide who will be hired for a particular task?***

A: Sometimes we will task a specific firm based on who is best suited to the work. It might be some Q & A for an hour on the phone with three firms or short interviews to make sure the key personnel is still available. The intended size of the task will determine which bracket of agreements is considered. We intend to spread the work around, so Doyle will be considering this when administering the program.

***Q: Large \$ Agreements seem to be counter intuitive to spreading out the work?***

A: No, there is potential need for tasks in specific areas/disciplines that exceed \$1 million and will need the resources to be readily available. Those tasks can include subs, which again will be handled on a task-by-task basis. For work of smaller dollar amounts, we will drop into the smaller dollar size agreements. We will still spread it out. The point is valid, but it is not necessarily so.

For UCO over the next four years we will have a lot of design and construction that needs to be delivered, so there will be a big push for environmental work.

***Q: As we approach Design Build, how will firms be pre-empted from working on subsequent phases?***

A: Right now only the GEC's or general engineering firms are precluded. Major subs on 405 will be able to bid on other segments that they were not involved in. If it could be considered a conflict, it will be brought up at the time of the task. Most of the information is public, so most of the time a conflict only exists when the firm helps determine the methodology, and/or help write the RFP of the design-build contract.

It is likely that we will have GEC's or general engineering firms on 167, I-5 (509), and I-90 in addition to I-405. SR 520 and the AWV projects may also move to the GEC approach.

***Q: Should we have a single point of contact for the contracts?***

A: This would be appreciated. For each task, you will have a PM but for the agreement, we want a single point of contact.

***Q: Landscape architecture, will it be part of context-sensitive architectural?***

A: Probably more towards the design build phases.

***Q: Can you give an example of context-sensitive architectural design?***

A: Noise Walls on SR 520, Kirkland Direct Access Project, SR 520 Project. SR 519 is a classic example where the City of Seattle, the Port of Seattle, King County, the baseball and football teams all played integral roles in design direction. It is where the community's interest in the project is an integral part in the design.

***Q: Will the architectural firm be part of a team or work as a prime?***

A: It can be either way. This is new to us, so we will use the firms based on perceived need.

***Q: Would you like to see architects involved early with the engineers?***

A: Yes. It's budget driven, so whenever it's within our parameters or the cities and counties chip in, we will want to bring them in early.

***Q: How does this dovetail with the state's artist?***

A: This meshes with the community's interest in the art. We could use the statewide or our UCO program based on whichever looks like the best option. We intend to use a broad scope to address our needs as they come up.

***Q: What is the vision for co-location or integrated WSDOT/consultant teams?***

A: We will follow the 405 model in whatever capacity that we can. Co-location is going to be prevalent for UCO projects and the administration of the program itself.

***Q: How do the UCO on-calls fit in with the statewide on-calls?***

A: Our list doesn't include traffic or design. We will use the statewides for that. However, mainly we stick with UCO contracts for UCO projects. If we don't have anything that fits our



project needs then we will have to go to ad. For e.g., the 405 TDM and I-90 will go to advertisement soon. Keep watching the web.

***Q: Can we have a word version of the performance evaluation?***

A: We are looking into that. I will continue to ask CSO for it.

***Q: Who determines whether it is a WSDOT project or a non-WSDOT project when multiple agencies are involved?***

A: Generally, whoever pays the check is the owner of the project.

***Q: What criteria are you looking for when it comes to Project Managers?***

A: We may be looking for a particular PM to manage a task through PS&E. The schedules over the next four years are accelerated, so we will be using them throughout the biennium and beyond. When necessary we will transfer the task from an old agreement forward to a new agreement.

***Q: Can you explain the 60-day travel status limitation?***

A: WSDOT prefers relocation for long stays. It is based on individuals per instance. It is not cumulative. Regulations preclude keeping people in travel status for over 60 consecutive days.

***Q: For firms with people scattered about the country, how are these expenses covered?***

A: With virtual capabilities, it may be possible to not relocate but instead to handle some tasks without always being there—depends on the task. We are open to suggestions. Of course, for long-term projects you probably would want the managers of the task there on a daily basis. With the accelerated schedules, close coordination is a must. Our experience dictates that close proximity and co-location to be the most efficient approach.

UCO is outside the box but we do have to follow the regulations. However, guidelines can be pushed back. We will negotiate on a case-by-case basis, ensuring each firm is dealt with fairly.

***Q: It is very difficult to forecast hours of availability. What is your expectation for this criterion?***

A: We were not specific about that. It should be based on current availability over the next six months or so. We know it's not a promise that people will be available. If they aren't available when we go to do a task, we will just go to another firm.

***Q: According to the Scoring Criteria for the "On-Call Tolling & Value Priced Facilities Public Involvement Services", "hours available per month" is going to be measured. Will it actually be a submittal requirement? If so, how will be factored into the scoring?***

A: The second sentence should be dropped in the Criteria Definitions for this SOQ, Page 1, Scoring Criteria 1C so that it should read as follows:



"C. Include the following items: Provide table identifying current availability of key staff and resources for each firm on the proposed project team. ~~The availability of staff must be identified as hours available per month for the length of the project, not in percentages of time available.~~"

However, I will qualify that with the statement that we would be asking this question prior to authorizing work on a Task Order under the On-Call Agreement. The reason for wanting to know current availability is that we may well be writing Tasks shortly after Agreements are executed.

***Q: How soon do you expect people to be working out on these projects?***

A: We expect to have all these contracts in place by early to mid-July, and within 60-90 days we expect people to be up and running on the projects. A lot of it depends on the type of work. We will know more specifics about the projects at the consultant fair, which will be held sometime in August or September of this year. For some projects, it might not be until mid-07. Can't really say right now.

***Q: Will joint ventures be allowed?***

A: We discourage it for on-calls. If a joint venture wants to submit, it must be a legal entity prior to the submission.

***Q: What is the percentage of the projects that will be design build?***

A: We don't know at this time the specific business plan for each of the projects.

***Q: Where does geotech fit into the UCO vision?***

A: We will probably go to the statewide and/or use geotech subs on the design list. If we perceive a need, we can do an on-call specific for geotech.

***Q: What is the intent for specific categories in the Engineering Specialty Services On-call?***

A: We are looking for specialists—international and national level, such as review panelists, outside groups of consultants to review what the project is doing.

***Q: Are you looking for individual or firms qualifications?***

A: Whether you are a larger firm, or a smaller firm, we will be looking at key personnel. As stated in the SOQ solicitation, it is the legal entity that submits that is scored, based on the information about the specialist(s) that make up that firm.

***Q: Is it the intent to pick only one specialist for each of the 17 or so categories?***

A: No. Each firm is limited to submitting on four of the categories. We have no limit in mind for how many firms will be selected for each category.

***Q: What's the rationale behind the different categories? Why are firms limited to only specializing in four?***



A: We had to set the limit somewhere or we would have had a paperwork nightmare. You can submit under the Engineering Management on-call if four categories is too limited, and we can always use that contract to pull in other specialists from your firm if need be.

***Q: Will these be long- or short-term tasks?***

A: Can't really say how they will be used. We envision some tasks taking over 2 1/2 years and others being relatively short. This is why we have high dollar limits on the agreements to give us maximum flexibility.

***Q: What is meant by construction under the Engineering Specialty Services category?***

A: Looking for experts in how to handle construction, e.g. write RFP's through turnbacks, inspection, etc.

***Q: For Engineering Management & Engineering Specialty Services, which one do you want teams used for tolling?***

A: Neither. Only the Public Involvement Tolling On-call have we requested teaming.

***Q: Does the Introductory Material go into Packet A or Packet B?***

A: Packet A. It should be about 5 pages.

***Q: Can you qualify for general as well as special emphasis areas under the Engineering Management On-Call Request?***

A: Yes. You can be awarded a contract that is either general or any or all of the special emphasis areas or both.

***Q: Under construction management what is meant by key personnel?***

A: One who is an expert in delivering or scheduling or whatever other skill that you have.

***Q: Doesn't 10 million seem to be too high for task-oriented contracts?***

A: Better to shoot over than under. The On-Calls are set high because we don't want to shoot to low. Nothing is guaranteed, it is a maximum amount payable.

***Q: How is the scoring for Engineering Management work with relation to the special emphasis area?***

A: Under the special emphasis area of the Engineering Management contract, criteria 6 is scored separately from the other criteria. It doesn't hurt you if you fail submit on the Special Emphasis area.

***Q: What will happen to the present UCO contracts?***

A: They will expire as of 12/31/05. Any work left unfinished can be transferred to new contracts if awarded.





## ***June 1, 2005***

Changes to the following RFSOQ's for On-Call Services for UCO have been made. Please review the changes for the solicitation(s) you are interested in. (You may need to hit refresh on your browser to get the updated version):

1. On-Call Construction Management has a minor change - there was a reference to SUE instead of Construction Management that was corrected;
2. On-Call Context Sensitive Architectural Design Services - in the RFSOQ, sub-section titled Evaluation Criteria changes in the numbered items affecting references to subs;
3. On-Call Environmental Services - in the RFSOQ, sub-section titled Project Description changed the first sentence;
4. On-Call Public Involvement Services - in the RFSOQ, sub-section titled Project Description changed the first sentence; and
5. On-Call Subsurface Utility Engineering Services - in the RFSOQ, sub-section titled Evaluation Criteria changes in the numbered items affecting references to subs.

## ***May 25, 2004***

### **Pre-submittal Meeting Scheduled for Wednesday, June 1.**

WSDOT has scheduled a pre-submittal conference for June 1, 2005, at the Double Tree Hotel SeaTac. The location and times are as follows:

#### **8:30 AM to 10:30 AM**

- On-Call Public Involvement
- On-Call Tolling & Value Priced Facilities Public Involvement
- On-Call Environmental Services

#### **11:00 AM to 12:00 Noon**

- On-Call Subsurface Utility Engineering Services
- On-Call Context Sensitive Architectural Design

#### **1:30 PM to 4:00 PM**

- On-Call Construction Management
- On-Call Engineering Management
- On-Call Engineering Specialty Services



Location:

Double Tree Hotel SeaTac  
Evergreen Rooms 1 & 2  
18740 Pacific Highway South  
Seattle, WA 98188  
Phone for Room Reservations: 206-246-8600

Attendance by Consultants interested in submitting Statements of Qualifications (SOQ's) in response to the advertised solicitations is **NOT** required as a condition of submitting proposals. However, interested consultants are encouraged to attend and ask questions they may have on the SOQ's, Scoring Criteria and Agreement process. There will be no detailed information available on projects at this time (see below.)

**NOTE:** Parking at the Double Tree parking lot is \$5. You must tell the attendant that you were at the DOT conference to get this reduced price.

***May 20, 2005***

**Regarding Questions (Solicitation FAQ):**

Though I would like to be able to answer all your questions personally, many of the questions are either the same, or similar in nature. The remainder, however are varied and the answers are important information for all. Therefore, I am asking that all questions regarding the UCO On-call solicitations currently advertised be submitted electronically.

I will answer what I can for you and publish both the questions and the answers here on the web. Please submit your questions to [consultant-question@wsdot.wa.gov](mailto:consultant-question@wsdot.wa.gov) . Answers will be posted every 2-3 days so keep checking back.

I will also post references to any modifications made to the SOQ's here with the FAQ (as well as in the SOQ's) so you will have a one-stop source for updates. (Please don't ask to be notified of changes through email.)

**Regarding the Informational Open House on WSDOT Projects:**

Project Personnel are currently re-assessing their work plans for 05-07 Biennium. An information-sharing session will be scheduled for later this summer. This will occur as soon as projects have specific information to provide to consultants.